



STATE  
OF  
GEORGIA

31-08  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed DEC 18 1972 473 DEC 28 1972	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Georgia Science and Technology Commission c/o Office of Planning and Budget (Fiscal and Administrative) 270 Washington Street Room 612 Atlanta, Georgia 30334		4. Person to Contact Mary Currin	
		5. Working Title Administrative Ass't.	6. Tel. No. 656-3854	
7. ACTION REQUESTED <input type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input checked="" type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.				
8. Earliest & Latest Dates of Series 1964-March, 1972		9. Exact Series Title Georgia Science and Technology Commission Files Series		
10. What is the function of the office in which this record series is created The primary function of the Georgia Science and Technology Commission is to improve the scientific and technological base of the State of Georgia. Its principal responsibilities are 1) To review and evaluate the status of the scientific and technological resources and capabilities of the state 2) To be alert to new developments in science and technology and to consider their impact upon the state and its citizens 3) To promote basic education and research on which the optimum development and use of science and technology depend 4) To keep the Governor and the General Assembly informed of planning and evaluation of developments and opportunities in science and technology and to make recommendations for action 5) To disseminate information and provide technical liaison concerning new developments in science and technology, so that the potential benefits to the state may be fully realized in the minimum time.				
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  SEE SEPARATE SERIES DESCRIPTION AND DISPOSITION RECOMMENDATIONS          ATTACH SAMPLES OF THE FILE				
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers			none	
Legal-size File Drawers			In Office(s) In Storage Area(s)	
Records Boxes		14 cu.ft.	This Year's Last Year's Preceding Year's All Prior Year's	
			AVERAGE DAILY REFERENCES	
			unknown	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ [ ]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [ ]  
historical research  
in some cases

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☐ [ ] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Retention period recommendations vary according to series. See separate description and recommendations.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
-[ ] CALENDAR YEAR -[ ] FISCAL YEAR -[X] Other see separate description. then:  
[ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
[ ] Destroy.  
[ ] Transfer to State Archives for permanent retention.  
[ ] Destroy immediately after cut-off.  
[ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series *Joe Braselton*

Records Management Officer

12/14/72

Date

26. Recommendations	-	[ ] Approved	[ ] Disapproved	Head of Agency/Designee <i>Joe Braselton</i>	Date
in Paragraph	State <i>D</i>	<input checked="" type="checkbox"/> [X] Approved	[ ] Disapproved	Department of Audits/Designee <i>William M. DeJor</i>	Date 12-27-72
25 are:	Records	<input checked="" type="checkbox"/> [X] Approved	[ ] Disapproved	Secretary of State/Designee <i>Charles H. ...</i>	Date 12-19-72
	Committee	<input checked="" type="checkbox"/> [X] Approved	[ ] Disapproved	Department of Law/Designee <i>W. H. ...</i>	Date 12-27-72

FULL COMMISSION AND  
EXECUTIVE MINUTES FILES  
(1964-March, 1972)

This series includes documents relating to the proceedings of full commission and executive committee meetings of the Georgia Science and Technology Commission.

The series includes announcements of meetings and acceptances, meeting agenda, exhibits and supporting papers, minutes, letters to the Governor reporting status of the Commission's work, and reports to the commission (radiology, the atom in agriculture).

The file is arranged chronologically by meeting date.

Volume: 2 cu.ft.

Disposition: Cut-off immediately and retire to State Archives.

FISCAL FILES  
(1965-1972)

a. Budget Document Files (1965-1971 FY)

This series is used to justify proposed funding.

This series consists of the original annual budget as approved and approved budget amendments and contains the following documents: Index, Revenue, Expenditures, Expenditure Analysis, Schedule of Budgeted Positions, and Budget amendments and other documents normally included in the annual budget.

This series is arranged by fiscal year.

Volume: .4 cu.ft.

Disposition: Cut-off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 1 year; then destroy.

b. Cancelled Check Files (FY 1965-1971)

This series is used to prove payment for legal and tax purposes.

This series consists of instruments drawn upon a bank ordering the payment of the stated sums from amounts previously deposited, upon which satisfaction has been had and so indicated on the instrument as having been paid to the payee.

This series is arranged by year, then by month, then chronologically by check.

Volume: .67 cu.ft.

Disposition: Cut-off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 3 years; then destroy.

## FISCAL FILES

(1965-1972) continued . . .

c. Fund Control Ledger File  
(FY 1966-1968, 1970-1971)

This series is used to keep track of the status of various funds.

The series consists of three binders with divisions by fund and chronological entries by fiscal year. It is a record on which are entered additions and deductions to fund balances the use of which is restricted to those fund groups having as their purpose the handling of non-operating funds (as opposed to a fund group having as its purpose the conduct of budgeted operations).

d. Periodic Payroll Reports  
File (1968-1972)

This series is used to report employee status to the State Merit System.

The series consists of copies of periodic payroll reports required by federal, state, and local agencies such as quarterly or monthly reports of income tax withheld or Social Security quarterly reports, and similar reports.

The series is arranged chronologically.

e. Purchase Order File (FY 1965-1972)

This series is used to document purchase requests.

The series consists of copies #4 through #7 of the State Purchase order form.

The series is arranged by year, except that 1969-1972 are filed together, then by purchase order number

Volume: .2 cu.ft.

Disposition: Cut off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 2 years then destroy.

Volume: .2 cu.ft.

Disposition: Cut off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 2 years; then destroy.

Volume: .2 cu.ft.

Disposition: Cut off each fiscal year; hold in current files area 1 year or until state audit is completed; then destroy.

f. Expenditure Voucher File  
(FY 1965-1971)

This series is used to document individual transactions.

This series may include but is not limited to the following: validated purchase order, invoice from vendor, receiving reports, proof of payment or voucher copy of check, voucher, contracts, requisitions, payment schedules or vendor payment date records, confirmation of purchase, statement of travel expenses, paid receipts, memoranda, correspondence, voided vouchers, and amendments to purchase order.

This series is arranged 1965-1968 by month, by bank. From 1968-1971 arrangement is by voucher number.

Volume: 2.25 cu. ft.

Disposition: Cut off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 3 years; then destroy.

g. Cash Journal File (FY1966-1968)

This series is used as a fiscal control record of individual disbursements or receipts of cash or blocks of disbursements and receipts. Exists in various forms and shapes but is essentially a chronological record containing lists of individual transactions.

Volume: 1 oversize book

Disposition: Cut off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; transfer to records center; hold 2 years; then destroy.

RELATED SUBJECT FILES

Nuclear Plant Safety Analysis Reports Files

This series relates to the application of Georgia Power Company for the approval of operating licenses for nuclear plants and is a Commission reference paper.

The series includes related loose-leaf notebooks containing safety reports on various aspects of the operations of Hatch and Barnwell Nuclear Plants.

The series is arranged by plant and thereafter by topic and/or facility within each plant.

Volume: 7 cu. ft.

Disposition: This series is covered by the Common Standard on Reference Papers